



Street Maintenance Crew Leader

Purpose of the role:

Under direction, provides lead supervision to assigned work crews; leads, oversees, and participates in the work of crews engaged in construction, maintenance, repair, and cleaning of streets, curbs, gutters, storm drains, and related structures; operates medium- and heavy-duty motorized equipment; and performs related duties as assigned.

Distinguishing Characteristics:

This is the lead level class in the Street Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including providing lead supervision to assigned work crews. Employees perform the most difficult and responsible types of duties assigned to classes within this series including regularly training other maintenance staff and exercising lead supervision over a work crew. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Leads, plans, trains, organizes, schedules, reviews and participates in the work of crews engaged in the construction, repair and maintenance of streets, curbs, gutters, sidewalks, storm drains, and related systems and facilities; provides alternate scheduling as necessary.
- Trains assigned employees in their areas of work including street maintenance methods, procedures, and techniques.
- Supervises the use, care, and operation of street maintenance tools and equipment; trains and instructs employees in the safe operation of light, medium, and heavy-duty construction equipment.
- Verifies and evaluates the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Assists the Street Maintenance Supervisor in visually surveying job sites and determining maintenance needs; receives job assignments from the Street Maintenance Supervisor and assists in determining equipment, personnel and material needs.
- Participates in preparing performance evaluations for assigned crew members.

- Sets up a job site, ensuring the use of basic safety rules, appropriate equipment and proper work technique.
- Oversees and participates in identifying and repairing pot holes areas; repairs or replaces cracked, raised, sunken or otherwise damaged sidewalks, curbs and gutters.
- Oversees and participates in breaking and removing concrete using hydraulic breaker and hand work; digs, shovels, hauls, and loads soils, sand, gravel, cement, asphalt mixes and other materials, tools and equipment; cleans up work sites upon completion of job.
- Oversees and participates in performing rough carpentry and pipefitting.
- Oversees and participates in laying and raking, rolling and ironing hot asphalt and oil spray with tack tank; completes the goals and objectives for the overlay and slurry programs.
- Oversees and participates in building and removing forms; mixes, sets, towels, and finishes concrete, cement, and masonry.
- Operates, services, and makes minor adjustments to light-, medium- and heavy-duty equipment.
- Schedules, supervises, and assists in the painting of street center lines, traffic symbols, crosswalks, and other line markings.
- Supervises and participates in the fabrication, maintenance, repair, and installation of street and traffic signs.
- Schedules and directs the activities and work of street cleaning operations; operates street sweeping equipment as necessary.
- Oversees and participates in cleaning and preparing street surfaces for application of hot bitumois materials.
- Oversees and participates in repairing irrigation systems and testing sprinklers for proper operation.
- Provides first response for street-related hazardous waste spill identification and clean-up; coordinates with Fire Department personnel when necessary.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Prepares a variety of weekly, monthly, and annual reports on street maintenance operations and activities; orders equipment, materials, and supplies as necessary; maintains files and records.
- Assists the Street Maintenance Supervisor in planning and implementing a street maintenance program; may act as Supervisor in the Street Maintenance Supervisor's absence.
- Performs after-hours emergency work and on-call supervisor duties on a rotating basis.
- Performs related duties as required.



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a street maintenance program.
- Principles of lead supervision and training.
- Advanced methods and techniques of the construction, repair and maintenance of streets, curbs, gutters, sidewalks, storm drains and related public works systems and facilities.
- Advanced methods and techniques of concrete finishing and repair.
- Advanced methods and techniques of street maintenance, repair, and asphalt overlay.
- Asphalt marking and sign fabrication.
- Operations and maintenance of a wide variety of hand and power tools and equipment common to the field.
- Advanced principles and practices of sign fabrication.
- Methods and techniques of irrigation systems installation and maintenance.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of record keeping.
- Occupational hazards and standard safety practices.

***Desired
Minimum
Qualifications:***

Ability to:

- Plan, organize, supervise, assign, inspect and evaluate the work of others.
- Motivate and evaluate staff and provide for their training and development.
- Analyze complex public works maintenance problems, evaluate alternatives and recommend or adopt effective courses of action.
- Develop and implement work standards.
- Ensure safety around work areas in high traffic.
- Perform a variety of tasks for extended periods of time and in unfavorable weather conditions.
- Perform heavy manual labor.
- Operate a variety of maintenance equipment and tools including heavy and light power driven equipment and hand tools in a safe and effective manner.
- Perform asphalt and concrete work.
- Work with paints and prepare surfaces for painting.
- Install and maintain irrigation systems.
- Read and interpret basic maps and blueprints.
- Prepare clear and concise records, reports and other written materials using standard office and computer equipment.
- Exercise independent judgment and initiative within established guidelines encountered in the course of the work.
- Properly and safely operate light, medium, and heavy-duty construction equipment.
- Coordinate work assignments with other divisions, departments and agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Results Oriented
- Customer-Focused
- Flexible/Adaptable
- Accountable
- Planner and Organizer
- Skill and Career Development Coach
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Education and Experience Guidelines:

Four years of journey-level experience in public works maintenance, repair and construction including two years at a level comparable to a Street Maintenance Worker II with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid Class B California driver's license and tanker endorsement is required.

A valid Class A California driver's license may be required for some positions.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to perform heavy manual labor; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment. Employees in this class are to wear respirators as required and in accordance with CAL/OSHA regulations. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Outside environment working near moving mechanical parts; travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, and inclement weather conditions including wet and/or humid conditions; work on slippery surfaces; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; frequently works around loud noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: